

R 011848Z DEC 00  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS  
SPECIAL EMBASSY PROGRAM  
USOFFICE PRISTINA  
AMEMBASSY FREETOWN  
AMEMBASSY DUSHANBE  
AMEMBASSY BELGRADE

UNCLAS STATE 228690

SIPDIS

E.O. 12958: N/A  
TAGS: [AOMS](#) [AMGT](#) [APER](#)  
SUBJECT: OMS CONFERENCE MARCH 21-23, 2001

FOR OFFICE MANAGEMENT SPECIALISTS AND POST MANAGEMENT FROM  
THE OMS COORDINATOR - DONNA MMOH

¶1. I AM PLEASED TO ANNOUNCE A WORLDWIDE OMS CONFERENCE TO  
BE HELD MARCH 21-23, 2001 AT NFATC, CO-SPONSORED BY THE  
REGIONAL BUREAUS, THE BUREAU OF HUMAN RESOURCES AND NFATC.

¶2. PAST OMS CONFERENCES HAVE BEEN A TREMENDOUS SUCCESS,  
COMBINING AN AMBITIOUS PROGRAM THAT PROVIDES AMPLE  
OPPORTUNITIES FOR TRAINING, GROUP DISCUSSIONS AND SHARING  
OF IDEAS AS WELL AS FORMAL PRESENTATIONS TO HELP OMSERS  
FULFILL THEIR CHANGING ROLES AS OFFICE MANAGEMENT  
SPECIALISTS. THANKS TO THE BUREAUS' OVERWHELMING AND  
CONTINUING SUPPORT, MORE THAN SEVENTY OMSERS HAVE BEEN  
PROVIDED THE OPPORTUNITY TO ATTEND THESE CONFERENCES, AND  
MUCH HAS BEEN ACCOMPLISHED AS A RESULT OF THEIR DIRECT  
PARTICIPATION.

¶3. THE THEME OF THIS YEAR'S CONFERENCE WILL BE CONTINUING  
A DIALOGUE AMONG OMSERS, COLLEAGUES AND THEIR SUPERVISORS

THAT WILL INCLUDE WORKSHOPS TO EXCHANGE IDEAS ON  
HARNESSING NEW AND IMPROVED TECHNOLOGY TO MEET THE NEEDS  
OF A MISSION. THE CONFERENCE WILL PROVIDE AN OPPORTUNITY  
FOR OFFICE MANAGEMENT SPECIALISTS TO BRING COMMON CONCERN  
TO THE TABLE AND SHARE SOLUTIONS TO PROBLEMS THAT ARISE IN  
THE FIELD. THEY WILL ALSO ATTEND WORKSHOPS THAT WOULD  
ENHANCE OFFICE MANAGEMENT SKILLS. WE PROPOSE TO SET UP A  
DAY OF TRAINING ON DATABASE AND SPREADSHEET MANAGEMENT AND  
DEVELOP IDEAS ON HOW THESE APPLICATIONS CAN BE APPLIED IN  
THE WORKPLACE.

¶4. WE WILL IDENTIFY PARTICIPANTS FROM NOMINATIONS  
SUBMITTED BY POSTS. WE WILL LOOK AT GEOGRAPHICAL LOCATION  
(BUREAU), NOMINEE'S GRADE (FP-03/04; FP-05/06; FP-07/08),  
AND SIZE OF POST IN ORDER TO PROVIDE A TRULY  
REPRESENTATIVE GROUP. WE ANTICIPATE CHOOSING SEVEN  
PARTICIPANTS FROM EACH OF THE TWO JOINT REGIONAL BUREAUS  
(NEA/SA AND EUR/NIS), FIVE PARTICIPANTS EACH FROM EAP AND  
WHA, THREE FROM AF AND ONE FROM THE BUREAU OF  
INTERNATIONAL ORGANIZATIONS. WE WILL ALSO INCLUDE FIVE  
DELEGATES FROM THE DEPARTMENT. PARTICIPANTS OF THE MARCH  
2000 CONFERENCE WILL NOT BE ELIGIBLE TO ATTEND THIS  
SESSION.

#### THE NOMINATION PROCESS

¶5. NOMINATIONS OF FOREIGN SERVICE OFFICE MANAGERS FROM THE  
FIELD SHOULD BE SENT VIA CABLE TO HR/CDA/MLSP FOR THE  
ATTENTION OF THE OMS COORDINATOR, DONNA MMOH. PLEASE  
INCLUDE THE NAME, GRADE AND CURRENT SECTION OF THE POST'S  
NOMINEE. INTERESTED DEPARTMENT FOREIGN SERVICE OMSERS  
SHOULD SUBMIT A NOMINATION THROUGH THEIR SUPERVISORS AND  
BUREAU EXECUTIVE OFFICES BY MEMORANDUM TO THE OMS  
COORDINATOR, HR/CDA/MLSP, ROOM 2425, MAIN STATE.  
NOMINATIONS MUST BE SUBMITTED NO LATER THAN FRIDAY,  
JANUARY 12, 2001. ONCE THE NOMINATIONS ARE IN, THE OMS  
COORDINATOR AND A PANEL OF MEMBERS OF THE OMS WORKING  
GROUP WILL REVIEW THE APPLICATIONS AND CHOOSE CONFERENCE  
PARTICIPANTS BASED ON THE SELECTION CRITERIA CITED IN PARA  
¶4. WHERE SEVERAL PARTICIPANTS MEET THE SAME CRITERIA, A

FINAL SELECTION WILL BE CHOSEN BY LOTTERY.

¶6. WE WILL NOTIFY PARTICIPANTS BY CABLE. BUREAU/POSTS WILL PROVIDE TRAVEL ORDERS. HOTEL ROOMS WITH BREAKFAST FOR THE NIGHTS OF MARCH 21, 22 AND 23 WILL BE AVAILABLE FOR OVERSEAS PARTICIPANTS AS PART OF THE CONFERENCE, AS WELL AS TRANSPORTATION TO NFATC AND RETURN. OTHER MEALS DURING THE CONFERENCE WILL BE PROVIDED AND CONFERENCE

PARTICIPANTS SHOULD EXPECT THE SESSIONS TO CONTINUE INTO THE EVENING ON WEDNESDAY, MARCH 21 AND THURSDAY, MARCH 22. CONFERENCE PARTICIPANTS SHOULD PLAN TO ATTEND ALL SESSIONS.

¶7. PLEASE CONTACT THE OMS COORDINATOR, DONNA MMOH AT X73313 OR E-MAIL MMOHDP@STATE.GOV, IF YOU HAVE ANY QUESTIONS CONCERNING THIS CONFERENCE OR IF YOU WISH TO MAKE SUGGESTIONS CONCERNING THE CONTENT OF THE SESSIONS.

¶8. MINIMIZE CONSIDERED.  
TALBOTT